

**DEPUTY FIRE CHIEF  
STUDY GUIDE**

A written examination for the class of **DEPUTY FIRE CHIEF** to be administered in **LAFAYETTE** on **JUNE 25, 2009**, will consist of approximately 116 multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>FIRE ADMINISTRATION</b>  Knowledge of the principles of effective fire administration, involving management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; personnel management, including applicable provisions of civil service law; and managing equipment and supplies.	34.5%
<b>FINANCIAL MANAGEMENT</b>  Knowledge of the financial management and planning processes of a public agency, including budget preparation; bookkeeping procedures; and overseeing the expenditure of budgeted funds.	4.3%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-keeping practices, including preparation, content, format, control, and retention; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports or official correspondence.	6.0%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	8.6%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	25.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>FIRE GROUND COMMAND</b>  Knowledge of fire ground command procedures sufficient to direct emergency scene operations, and to supervise subordinate employees at the scene of an emergency in the following areas; performing size-up; directing rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, and fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, first aid, CPR, and emergency medical services; handling hazardous materials; and maintaining fire ground communications at the emergency scene.	21.6%

### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.